

COMMANDER NAVY INSTALLATIONS
STANDARD OPERATING PROCEDURE (SOP)
For COLLATERAL EQUIPMENT PROGRAMMING and EXECUTION
02 June 2004

From: CNI Facility Support Services Division

Subj: Collateral Equipment Program

Encl: (1) Roles and Responsibilities
(2) Collateral Equipment Procurement Timeline

1. Purpose and Scope. This SOP standardizes the programming and execution of collateral equipment for MCON/MCNR and other projects within the CNI Area of Responsibility (AOR).

2. Introduction. CNI is the Navy's focal point and single point of contact for the overall shore installation management responsibility, authority, funding and planning. The Collateral Equipment (CEQ) Program is a centrally managed program within CNI. CNI is responsible for the programming and administration of the CEQ program. The execution of the Collateral Equipment Program is accomplished through NAVFAC ATLANTIC and NAVFAC PACIFIC on a reimbursable basis. The program provides for the procurement of equipment to initially outfit new military construction, Host-nation constructed and other projects for the Navy.

3. Definition. Collateral equipment initial outfitting is the first provision of equipment and furnishings in response to a requirement generated by new construction or expansion of a facility resulting from a change in function or operation, or an improvement in the physical condition of the facility, and which is implemented by the Naval Facilities Engineering Command (NAVFAC) in conjunction with a Military Construction, Navy (MCN) or Military construction, Naval Reserve (MCNR) line item and Host-nation funded projects.

4. Applicability. This SOP applies to all the Regions within the CNI AOR. NAVFAC ATLANTIC is coordinator for the following regions: Navy Region Midwest, Navy Region Northeast, Naval District Washington, Navy Region Mid-Atlantic, Navy Region Southeast, Navy Region Gulf Coast, Navy Region Europe, and Navy Region Southwest Asia. NAVFAC PACIFIC is coordinator for the following regions: Navy Region Hawaii, Navy Region Southwest, Navy Region Northwest, Navy Region South, Navy Region Japan, Navy Region Korea, Navy Region Singapore, and Navy Region Guam. NAVFAC ATLANTIC is also the coordinator for all stand-alone reserve centers.

5. Procedures and Responsibilities.

- a. Enclosure (1) provides the roles and responsibilities of all participants to successfully implement the programming and execution of the Collateral Equipment Program.
- b. Enclosure (2) provides a timeline for programming requirements.

6. Guidance. NAVFAC ATLANTIC / PACIFIC will issue guidance tailored to the Regions under their respective AOR with the concurrence of CNL.

7. Expiration. This SOP will remain in effect until superseded or cancelled.

Roles and Responsibilities

CNI

- Advocate for Collateral Equipment funding
- Respond to OPNAV taskers/prepares budget submits and exhibits
- Receive program data from NAVFAC LANT/PAC CEQ Managers; consolidate requirements by appropriation
- Coordinate operational requirements with the appropriate mission claimant
- Allocate funds to designated procuring sources and provide appropriate support funds to NAVFAC LANT/PAC
- Prepare policies, guidelines, instructions with input from the NAVFAC LANT/PAC CEQ Managers
- Prepare MOAs with procuring agents, as necessary
- Provide CEQ Managers with information on MCON, MCNR and UMC projects
- Provide CEQ Managers with updated information to the Financial Management Policy Manual, OPN thresholds, etc.
- Monitor the obligation and expenditures of funds

Regions/Activities

- Provide EFD final 1391 program list and fund requirements for projects to NAVFAC LANT/PAC
- Provide operational equipment requirements to mission claimants and to NAVFAC LANT/PAC for CNI oversight
- Notify CEQ Manager of changes to the Equipment on-site (EOS) dates
- Notify CEQ Manager of any changes to long-lead items or any phased construction requirements
- Track construction status through ROICC (MILCON) or Army Corps of Engineers (Host-nation projects)
- Participate in the completion of the Comprehensive Interior Design (CID) packages
- Provide Regional/Activity point of contact for items such as on-base security clearances, acceptance of the delivery and installation of the collateral equipment and certification of work completion, as required by procurement process

NAVFAC LANT/PAC Collateral Equipment Management

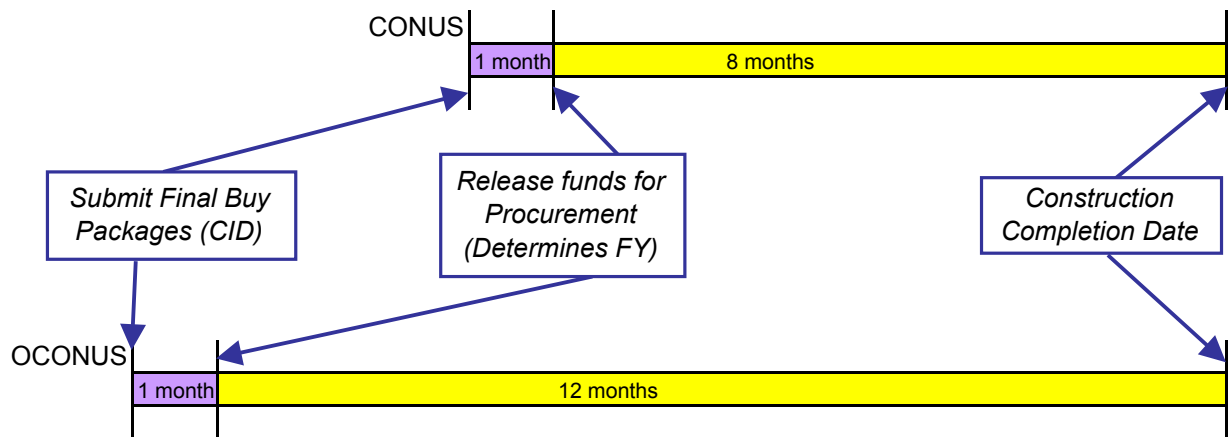
- Review DD 1391 project documentation or Form 22 documentation (Host-nation projects)
- Provide project management for collateral equipment program execution
- Gather program data requirements for collateral equipment requirements and forward to CNI
- Coordinate fund expenditure plans with CNI
- Forward operational requirements to CNI for oversight and coordination with mission claimants
- Participate and provide guidance during the project design phase of the CID packages
- Determine CID package submittal schedules based on project construction criteria
- Initiate the procurement and coordinate the funding actions with CNI
- Liaison among benefiting activity, Procurement Agent and CNI

- Monitor progress of CEQ execution plan
- Assist CNI in setting and disseminating policies
- Conduct post CEQ installation, inspection and evaluation of completed projects

PROCUREMENT AGENT (CBC Gulfport-FISC, GSA, GovWorks, Construction Contractor, etc)

- Procure collateral equipment and installation as directed by NAVFAC LANT/PAC CEQ Managers
- Monitor fund expenditure and provide monthly fund status to CEQ Managers
- Receive, store, ship collateral equipment to meet equipment on-site dates

CNI COLLATERAL EQUIPMENT FUNDING TIMELINE



Construction completion dates are established by NAVFAC/ROICCs and are used to determine the funding and procurement strategy for each project.

Project managers to establish funds released date and final buy package submission dates with respective CEQ managers.

Factors to consider when establishing the annual program:

- 1) FISC requires funding NLT 30 June
- 2) phased construction
- 3) long-lead procurement items
- 4) U.S. procured CEQ and host-nation installed